

OFFICE OF GOVERNMENTAL ACCOUNTABILITY
Judicial Selection Commission
JOB OPPORTUNITY
MANAGER OF OPERATIONS JUDICIAL SELECTION COMMISSION (Job Class 0200MP)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 18-20 Trinity St., 5th Floor, Hartford CT 06106
PCN #: 00087160
Hours: 40 per week Full Time
Salary: MP-56 --\$2,099 bi-weekly (minimum)
Closing Date: **June 21, 2013 at noon**

Agency mission: The purpose of the Judicial Selection Commission is to evaluate, investigate and recommend qualified candidates for consideration by the Governor for nomination as judges for the Superior Court, the Appellate Court and the Supreme Court.

Eligibility Requirement: This is a classified, non-competitive position open to all who meet the minimum qualifications.

General Experience: Six (6) years' experience in business or public administration, with an emphasis on organizational skills and written and verbal communication skills.

Substitution Allowed: College training may be substituted for General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in business or public administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirement: Employees in this class may be required to travel. Familiarity with operations of the State of CT Executive, as well as Judicial, branch of government is preferred.

Minimum Qualifications: Knowledge of the principles and practices of business and public administration with an emphasis on effective organization, administration and management; knowledge of relevant state laws, statutes and regulations; some knowledge of government fiscal and budgetary practices; some knowledge of purchasing principles and practices; some knowledge of legislative process in Connecticut; some knowledge of position-application processes; considerable verbal and written communication skills; considerable interpersonal skills; ability to analyze problems and effect solutions; ability to use MS® Word and Excel and general web-page software.

Example of Duties

The duties are broadly described as: managing day-to-day office operations; on behalf of the Commission, facilitating the process of recruiting and selecting new applicants for the Commission's recommendation to fill vacant judge positions; coordinating the due-diligence review and reappointment of judges; implementing procedures for judges seeking a position in a higher court; coordinating all required activities when a recommendation for reappointment is denied; researching information, compiling statistics, attending meetings and preparing reports.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions:

Qualified candidates must submit a cover letter, describing your suitability for the position, and the required CT-HR-12 State Employees Application, available online at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department
18-20 Trinity St. 5th Floor, Hartford, CT 06106

Preferred method of submission: by secure Fax to 860-622-4927 OR attached to e-mail sent to OGA.HR@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.